

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3157

**TITLE:** SENIOR PHARMACIST

**GRADE:** S-28

**DEFINITION:**

Under the general medical direction of the Fairfax County Health Director or its designee, manages and coordinates all functions of an ambulatory clinic pharmacy unit; operates a full-service primary care pharmacy; manages the security issues for both drugs and patient information; performs professional work in the preparation, preserving, compounding, and dispensing of drugs and medications; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Senior Pharmacist differs from the Pharmacist in that the Senior Pharmacist functions as manager of pharmaceutical operations and oversees administrative, clinical, and operational aspects of the pharmaceutical unit. The Senior Pharmacist has additional responsibilities such as procurement, budget, and inventory control. The Pharmacist has duties and responsibilities limited to direct service delivery. Also, the Senior Pharmacist visits the other four sites routinely to check stock and perform the quarterly vaccine inventory, whereas the Pharmacist is not required to perform this type of duty at the other sites.

**ILLUSTRATIVE DUTIES:**

Assigns work to pharmacy personnel according to work load demand and availability of personnel;

Instructs employees and checks their work;

Coordinates with clinical personnel and physicians in other departments;

Develops procedures relating to the provision of pharmacy services and clears new and revised procedures with the County Health Director or its designee;

Develops the drug formulary for use in the Health Department clinics;

Prepares the annual budget for the pharmacy;

Participates as a member of the selection panels for the filling of pharmacy unit vacancies;

Trains, disciplines, evaluates, and counsels pharmacy staff;

Assures full compliance of pharmacy operations with all applicable laws and regulations;

Ensures that appropriate levels of pharmaceutical supplies are maintained;

Compounds and dispenses prescriptions in a clinic ambulatory care pharmacy;

Counsels patients regarding use of the medication;

Consults with medical staff regarding appropriate and available medication;

Reviews prescriptions for interactions and dosage error;

Maintains accurate and up-to-date records.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Extensive knowledge of the principles, practices, and procedures of a pharmacy;

Thorough knowledge of applicable General Medical Clinic regulations;

Thorough knowledge of pharmaceutical formulary systems and inventory control systems;

Considerable knowledge of cash control, budgeting procedures, and Health Department requirements and objectives;

Ability to prepare pharmaceutical compounds on a volume basis;

Ability to supervise and coordinate the activities of a staff of pharmacists and support staff;

Ability to deal effectively with medical staff and patients;

Ability to communicate clearly and effectively, both orally and in writing;

Ability to establish and maintain effective and cooperative relationships with professional, administrative, and other persons working in related fields;

Ability to plan and execute work effectively;

Ability to analyze and resolve administrative problems.

**EMPLOYMENT STANDARDS:**

Graduation from an accredited college or university with a Bachelors degree in pharmacy; PLUS A minimum of three years of experience in an ambulatory care pharmacy to include the manufacture of bulk medicaments, and the compounding of drugs; at least one year of the experience must have been in a supervisory capacity.

**CERTIFICATES AND LICENSES REQUIRED:**

Current license to practice pharmacy in the Commonwealth of Virginia.

**NECESSARY SPECIAL REQUIREMENTS:**

Criminal background record check;

TB screening upon hire and annually thereafter.

ESTABLISHED: May 21, 2003